

MEMORANDUM

TO: Local School District Superintendents
Public School Academy Directors

FROM: Yvonne Caamal Canul, Director
Office of School Improvement

DATE: February 20, 2004

SUBJECT: October 2003 Free Eligible Counts for Public School
Buildings and Residential Child Care Institutions (RCCIs)

The Michigan Department of Education (MDE) is pleased to announce that the October 2003 Free Eligible Counts for Public School Buildings and Residential Child Care Institutions (RCCIs) form has been added to the Michigan Electronic Grants System (MEGS). The counts that are submitted on this form will be used to determine 2004-05 allocations under Section 31a and 32d of the State School Aid Act, as well as the statewide counts needed for allocations under The No Child Left Behind Act of 2001.

Section 31a legislation specifies that the count used will be the October 31, 2003, final adjusted count of membership pupils who met the income eligibility criteria for free breakfast, lunch, or milk. Since the count that is submitted to the Department for meal reimbursement purposes may include children and adult students who do not meet the definition of membership pupil, it may be necessary to adjust the count used for Section 31a using Part 1 of the October counts form. Part 2 allows districts to include membership pupils who are educated in residential child care institutions and are eligible for free breakfast, lunch or milk. Section 31a allocations for public school academies without October 2003 counts will be based on their October 2004 counts.

Section 32d legislation utilizes a formula based in part on the grades 1-5 count of pupils eligible for free breakfast, lunch, or milk to determine the maximum allocation for a district or academy.

Title I allocations for school districts will be based on 2000 census poverty counts, as is required by the Title I legislation. To determine Title I allocations for public school academies, the MDE is required to use the statewide totals of census poverty counts and free eligible counts to obtain an equating factor, which is then applied to the free eligible counts for each academy to obtain an "equated" census poverty count.

To adjust and submit your October 2003 counts, district and public school academy administrators with a Level 5 MEGS security clearance should login to MEGS and follow the standard application procedures. More detailed information and instructions can be found in the MEGS "Help" screens and on the Field Services Unit website at <http://www.michigan.gov/mdeofs> under the *Data Collection* category.

Should you have any questions, please contact Jayne Klein, Field Services Unit, Office of School Improvement at 517-373-4006 or KleinJ@michigan.gov.

cc: Food Service Contact Person